

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 18, 2018** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN, and JOHN VANDER LEEST

EXCUSED: KAYLA JACOBSON and MARISSA MELI

ALSO PRESENT: Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Also Tyler Smith and Arin Wilken (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Running, seconded by Terrien, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None. Van Dyck welcomed Kathy Pletcher back to the board. She is fulfilling Ying LaCourt's seat originally filled by Aubinger. Aubinger will be reappointed to fill Bob Nielsen's seat.

Arin Wilken, the newly hired Customer Service manager, and Tyler Smith, a Technical Services processor (Central Library) were attending as part of a class assignment in UWM's MLIS program.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reviewed the distributed summary report and noted that the cost of contracted services including Waltco and National Recovery Services was under budget and there is an expected \$1500.00 annual savings due to a change in the deposit pick-up schedule. Terrien asked about merchant fees. It was suggested that different merchants be explored. Pletcher asked about Fund Balance and related projects. Last year's fund balance rolled forward in 2018. Vander Leest suggested looking at other county libraries to see what newer technologies may be using. (Waukesha as an example).

Motion by Vander Leest, seconded by Pletcher, to receive and place on file the Gifts, Grants and Donation report as follows:

Brown County Library									
Gifts, Grants & Donations Report									
September 2018									
Gifts & Donations									
9/6/2018'	Community Women's Club					44.80	Designated Books		
9/12/2018'	Lawrence May					200.00	General Use		
9/19/2018	Friends of the Brown County Library					11,415.28	Equip/Program Requests		
9/1/2018'	Ashwaubenon					43.65	Donation Box		
9/1/2018'	Bookmobile						Donation Box		
9/1/2018'	East					28.81	Donation Box		
9/1/2018'	Weyers/Hilliard					32.00	Donation Box		
9/1/2018'	Customer Service						Donation Box		
9/1/2018'	Kress					33.90	Donation Box		
9/1/2018'	Pulaski					13.65	Donation Box		
9/1/2018'	Southwest					13.52	Donation Box		
9/1/2018'	Wrightstown						Donation Box		
	Total Donations					\$ 11,825.61			
Federal & State Grants									
	Total Grants					\$ -			
Year-to-date Donation Box Receipts:									
	Ashwaubenon	\$ 299.14		Kress		208.30			
	Bookmobile	8.51		Pulaski		66.76			

	East	281.43	Southwest	287.27		
	Weyers/Hilliard	401.22	Wrightstown	20.98		
	Cust.Service	229.54				
	Donation Box Total			\$ 1,803.15		

Motion carried.

Motion by Vander Leest, seconded by Pletcher, to receive and place the September financial statements on file. **Motion carried.**

FACILITIES REPORT

Terrien asked if the library received a certificate of occupancy from the third floor tenant. Beyler reported that they are looking into it. Van Dyck asked that the landscaping at the southeast side of the Central Library be cleaned up. **Motion** by Vander Leest, seconded by Pletcher, to receive and place the facilities report on file. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION: SECURING A COMMERCIAL REALTOR REGARDING EAST/ASHWAUBENON BRANCHES Van Dyck reported six commercial brokers were approached and two responded - Pete Roland from Bay Lakes Commercial and Mike Hubert from KW (Keller Williams). Much discussion took place over a buyer-agent scenario; using more than one realtor for a broader network; maintaining existing relationships with brokers; and ensuring a level of certainty - for the sake of the county. All agreed that a decision must be based on what is best for the library. **Motion** by Terrien, seconded by Running, to pursue a contract with Bay Lakes Commercial for 6-month buyer agency agreement that includes exclusions of property owned by a village/city and any municipal-type property or properties already considered. **Motion carried.** Vander Leest abstained because he knows both parties.

DISCUSSION AND POSSIBLE ACTION: MEETING ROOM POLICY REVISION A conversation regarding a revision to the policy began at the last meeting. Based on that conversation, policies from several other public libraries were charted and discussed. The Admin team put forth recommended meeting room policy changes that clarify prohibited use, the definition of, "open to the public," and more. Much discussion took place regarding the free use of meeting spaces by a variety of 501(c) organizations and if any could be excluded and therefore subject to a rental fee. A general opinion of the board was that if a group is a non-profit, they should not be charged. Rodriguez reminded that the role of library is to help people's minds grow. The library is an institution to instruct everyone. Pletcher noted that this topic comes up at libraries all over – especially at election time. **Motion** by Rodriguez, seconded by Vander Leest, to direct staff to apply the approved recommended changes to the meeting room policy and bring the policy back to the board for approval in November. **Motion carried.**

OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION **Motion** by Vander Leest, seconded by Pletcher, to convene in closed session at 6:45 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – compensation adjustment/pay for performance.

RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN TAKEN IN CLOSED SESSION **Motion** by Vander Leest, seconded by Running, to return to open session at 7:25 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION: WELCOMING SARAH SUGDEN – SCHEDULE AND RECEPTION Discussion took place about Sarah's schedule and meetings she should attend, people she should meet, etc. The Admin team is working on this and has a schedule drafted. Ideas were shared for Sugden's first day and first Library Board meeting. Lagerman will make arrangements.

Motion by Vander Leest, seconded by Pletcher, to approve plans for welcoming Sugden. **Motion carried.**

PRESIDENT'S REPORT Van Dyck thanked the Admin team for stepping up over the last six months. He also complimented Chosa, Lagerman, and Rogers for the great job they did presenting at the Ed & Rec budget meeting the week before.

LIBRARY REPORT Regarding the Class & Comp plan, the county rolled the library's plan into theirs. The library received the results of a department study HR completed. After review, a meeting will take place with the Admin team, the library's HR Generalist, HR

(interim) Manager and County Admin. The proposed percentage available for pay for performance is 2.25%. There could be monies set aside for class and comp adjustments but how that will transpire is unknown.

Aubinger appreciated the conference attendee report submitted by Clare Kindt who attended the Association for Rural and Small Libraries conference in Illinois. Van Dyck commented on the "Knowing Your Customer," presentation and cited an action taken by the ADRC to improve their meal offering. Vander Leest and Judge Tim Hinkfuss attended the Local History Series presentation by Mary Jane Herber on Brown County courthouses. Vander Leest suggested that it might be nice to have Herber present at a Library Board meeting. That idea was broadened to include consideration of a 15-minute presentation by various staff at each meeting.

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Rodriguez, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:25 pm.

NEXT REGULAR MEETING:

November 15, 2018

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman

Recording Secretary